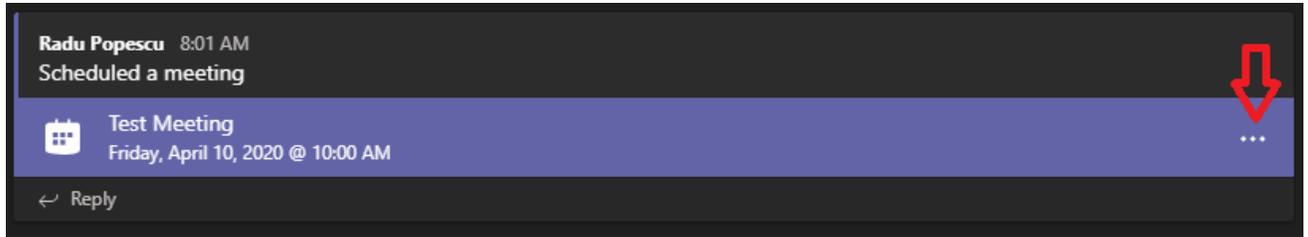
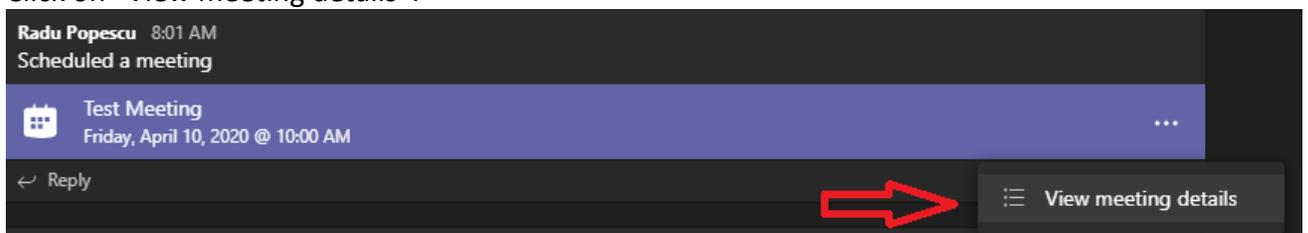


## How to disable “Mute participant” & “Remove participant” options for students in a meeting

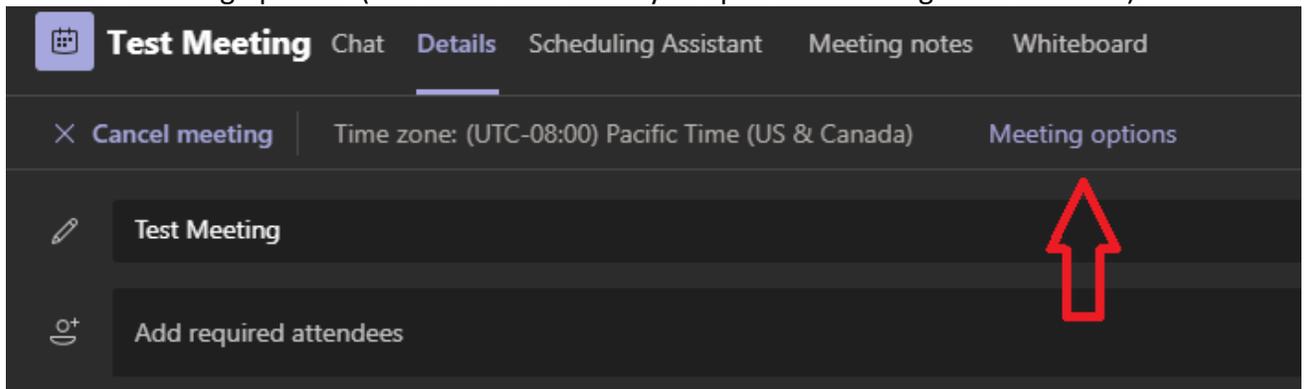
1. (optional) Create the meeting (you cannot see the “View meeting details” option when you create the meeting)
2. Open the meeting (either from the Calendar or the Team)
3. Click on the three dots:



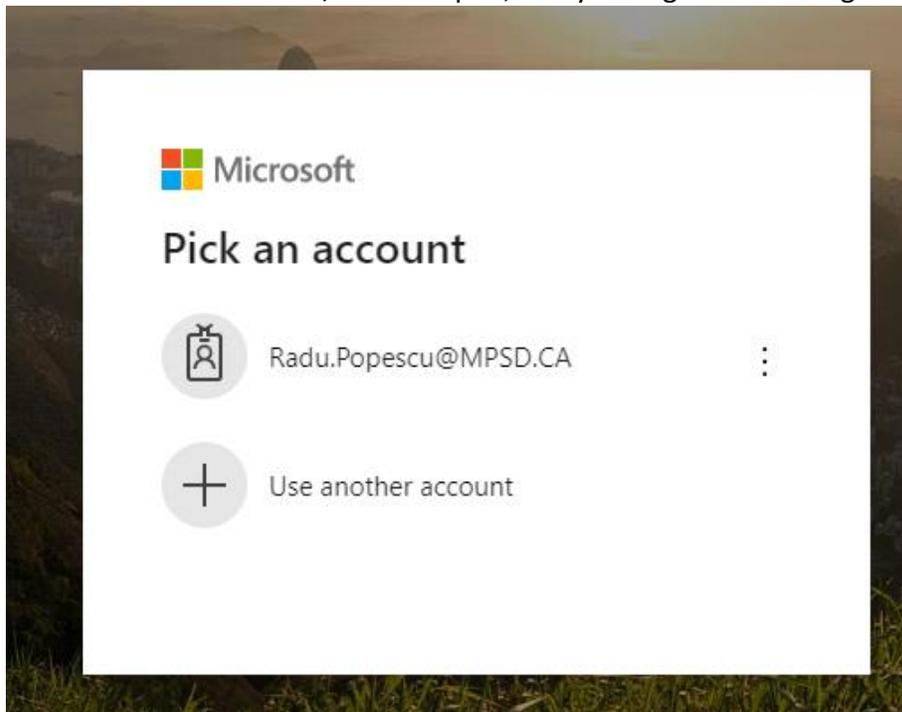
4. Click on “View meeting details”:



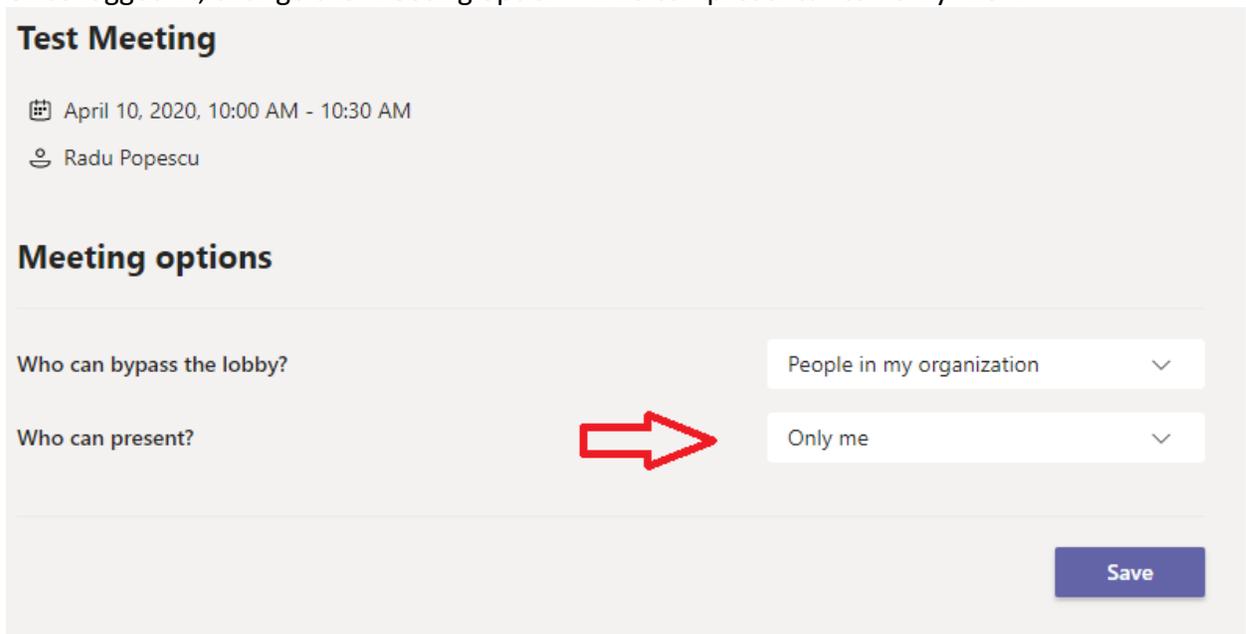
5. Click on “Meeting options” (this is the view when you open the meeting from Calendar):



6. A new browser windows/tab will open, and you might have to login to Office 365.



7. Once logged in, change the Meeting option “Who can present?” to “Only Me”:



8. Save. Once the Save button changes to , close the browser window/tab.

9. Go back to the Meeting window and click Close.

